



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PARKS REGIONAL MANAGER II	39	A	1.904
PARKS REGIONAL MANAGER I	37	A	1.906

SERIES CONCEPT

Parks Regional Managers plan, organize and manage the overall operation of the State parks within an assigned geographical region to provide for park operation, maintenance, interpretation, and visitor services and protection.

Formulate, develop and implement policies and procedures for the region; develop long and short range goals and plans to meet objectives established by the division, department and the State; coordinate program activities with officials and representatives of federal, State and local agencies; conduct public hearings and represent the State at local and regional meetings.

Develop and administer the regional program budget; project fiscal needs and control expenditures; monitor and evaluate programs and conduct cost/benefit analyses; implement processes to ensure accurate accounting of user fees and equipment inventory; prepare justifications and financial and statistical reports; oversee the region's data processing and risk management functions; review and approve expenditures.

Manage a variety of regional programs and projects to maintain and enhance park facilities, equipment and resources; manage equipment and property inventories; negotiate and administer contracts, concessions, leases and agreements; review plans and recommendations for renovations and construction of facilities; inspect and evaluate construction work; direct the development of the regional and park management plan.

Develop and implement activities to enhance the park experience for visitors; expand and oversee interpretive and special events and manage an on-going interpretive program; direct the region's public relations program to promote park activities and provide information to the public; investigate and resolve conflicts and issues related to park use and management.

Oversee and manage the region's law enforcement program; supervise the region's law enforcement coordinator; plan operational strategies and assignments; provide back-up to staff; provide for training opportunities as required by State law; supply equipment and resources; ensure that park resources, facilities, equipment, personnel and visitors are protected from misuse, misconduct and criminal activities.

Manage and coordinate the region's comprehensive maintenance program for park facilities; develop goals and plans to maintain the facilities and resources of assigned parks; implement projects and inspect work in progress; review and approve equipment, supply, and project requests; coordinate efforts with other regions and the Planning and Development Section to ensure that projects are completed in accordance with individual Park Master Plans and division policy.

Supervise and evaluate the performance of assigned staff; delegate, assign and review work of professional, technical and administrative support personnel; develop and revise work performance standards; implement disciplinary and corrective action as appropriate; provide training opportunities to ensure that annual accreditation standards are met.

Perform related duties as assigned.

CLASS CONCEPTS

Parks Regional Manager II: Positions allocated to this class work under the direction of the Chief of Park Operation and Maintenance and manage a large geographical region containing more than three State parks, in addition to performing the full range of duties outlined in the series concept.

Parks Regional Manager I: Positions allocated to this class work under the direction of the Chief of Park Operation and Maintenance and manage an assigned region with three or less State parks, in addition to performing the full range of duties outlined in the series concept.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS FOR ALL POSITIONS IN THIS SERIES:

- * Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.
- * Applicants for this classification may be required to meet P.O.S.T. requirements.
- * Candidates must possess and maintain a valid Nevada Class C driver's license.

PARKS REGIONAL MANAGER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with a major or minor in park management, outdoor recreation management, ecology, forestry, biology or closely related field and five years of progressively responsible professional park management experience including three years experience in managing the personnel, budget and resources of a complex park with diversified programs, facilities and recreational activities, concessions, special patrol and protection requirements, and services offered; **OR** two years experience as a Parks Regional Manager I; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: history, natural history, flora, fauna, geography and geology of the Great Basin area; accounting and budget control principles and practices; park, resource and outdoor recreation management principles, practices and programs; building, grounds and equipment maintenance. **Ability to:** plan, implement and coordinate projects and programs in a large and complex parks region; develop and manage training programs including identifying needs and coordinating and evaluating instruction; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: personnel administrative processes; budget preparation and control; grants and contract management. **Working knowledge of:** legislative processes; business and public administration; basic principles of park planning and construction; division philosophy, goals and objectives; development of policies and procedures. **Ability to:** plan and develop volunteer and low cost labor resources to perform park services and maintenance; read and evaluate complex equipment specifications and building construction drawings; understand and evaluate complex environmental impact documents and issues.

MINIMUM QUALIFICATIONS (cont'd)

PARKS REGIONAL MANAGER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with a major or minor in park management, outdoor recreation management, ecology, forestry, biology or closely related field and four years of progressively responsible park experience including two years experience in managing the personnel, budget and resources of a park with diversified programs, varied recreational activities, special maintenance and resource protection needs, and permanent staff; **OR** two years of experience as a Park Supervisor II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: natural and cultural history, flora, fauna, geography and geology; accounting practices and principles; resource and outdoor recreation management principles and practices; park maintenance management; principles of training and supervision; purchasing and inventory control procedures; emergency medical procedures and equipment; law enforcement rules, regulations and procedures as well as field operations; fire suppression and prevention techniques. **Ability to:** plan, implement and coordinate projects and programs; analyze financial and statistical data to identify trends and determine appropriate courses of action; communicate effectively both orally and in writing; oversee the collection and auditing of income from assigned parks; comprehend and administer contracts such as leases or managerial agreements; develop safety programs appropriate for each park to protect lives and property and minimize liability; manage special events and the special and on-going interpretive programs within a region; develop plans and goals in accordance with division objectives; promote the park system to groups and individuals including the media; establish and maintain cooperative working relationships with others; plan, organize and manage training programs for assigned personnel.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: Nevada Revised Statutes and Nevada Administrative Code sections applicable to the management of State Parks; the Nevada State Comprehensive Outdoor Recreation Plan; division manuals related to fee collection, law enforcement, volunteers and operating policy; State purchasing practices and procedures; State and division inventory systems. **Ability to:** plan and prepare a comprehensive biennial budget for an assigned park region; organize and/or develop volunteer labor programs for park programs and services.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>1.904</u>	<u>1.906</u>
ESTABLISHED:	7/1/87P	7/1/87P
	10/17/86PC	10/17/86PC
REVISED:	8/6/87-3	8/6/87-3
REVISED:	7/6/90-3	7/6/90-3
REVISED:	11/15/91PC	11/15/91P
REVISED:	7/1/97P	7/1/97P
	6/4/96PC	6/4/96PC
REVISED:	3/17/00UC	3/17/00UC
REVISED:	10/31/01UC	10/31/01UC